

**MENOMINEE INDIAN SCHOOL DISTRICT**

671.1-Rule

GUIDELINES FOR EXPENSE REIMBURSEMENT

Guidelines for expense reimbursement for school business-related travel are as follows:

- Per Diem - (1) One day or less for actual workshop - No reimbursement.  
(2) Workshop requiring overnight accommodations - per diem advanced at IRS rates for city attended based on state quarter payment rule. Meals included in registration/workshop fees deducted from per diem advance. Reimbursement made if necessary to purchase meals previously deducted.

- Mileage - Reimbursement at IRS rate, with proof of current auto insurance required. Vehicle mileage reimbursement may be accumulated for two months. Reimbursement rates for mileage are established by the IRS mileage reimbursement rate. Reimbursement will be forfeited if failure to turn in paperwork within administrative rule guidelines. All mileage prior to June 30 must be submitted by June 30 of each year.

*Note - If personal vehicle mileage costs exceed airfare costs, mileage reimbursement will be only the amount of the airfare cost. If airfare is the cheapest mode of transportation but the employee elects to drive instead, the number of days of per diem paid will be based on the number of days for the workshop/seminar plus the days required for travel by airfare.*

- Lodging - Paid at actual cost directly to hotel/motel; receipt must be turned in to business office upon return

- Registration - Actual cost with all information attached for workshop schedule

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- Air Fare - Actual Cost
- Other - Cab fare, shuttle, bus, etc. reimbursed at actual costs
- Car Rental - District personnel need prior approval from the District Administrator; Board members/District Administrator need prior Board approval. Car rentals should only be approved in extenuating circumstances.

APPROVED: October 1990

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